

General Services Administration (6ADB)  
Attn: Freedom of Information Act Officer  
1500 E. Bannister Road, Room 1161  
Kansas City, MO 64131-3088

February 21, 2001

Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting information on:

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- ☐ If there are any fees for searching or copying these records, please inform me before filling my request.
- ☐ Please send me the records without informing me of the cost unless the fees exceed \$\_\_\_\_\_, which I agree to pay.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of appeal procedures available to me under the law.

If you have any questions about this request, you may contact me by telephone at:

\_\_\_\_\_ (office phone) or \_\_\_\_\_ (cell/home phone).

Sincerely,

(Name & Address)